

How to rearrange columns in grade center on Brightspace

1. Log onto Brightspace using CUNY credentials.
2. Click **Course Admin -> Grades -> Manage Grades**
3. Next, click on **More Actions -> Reorder**

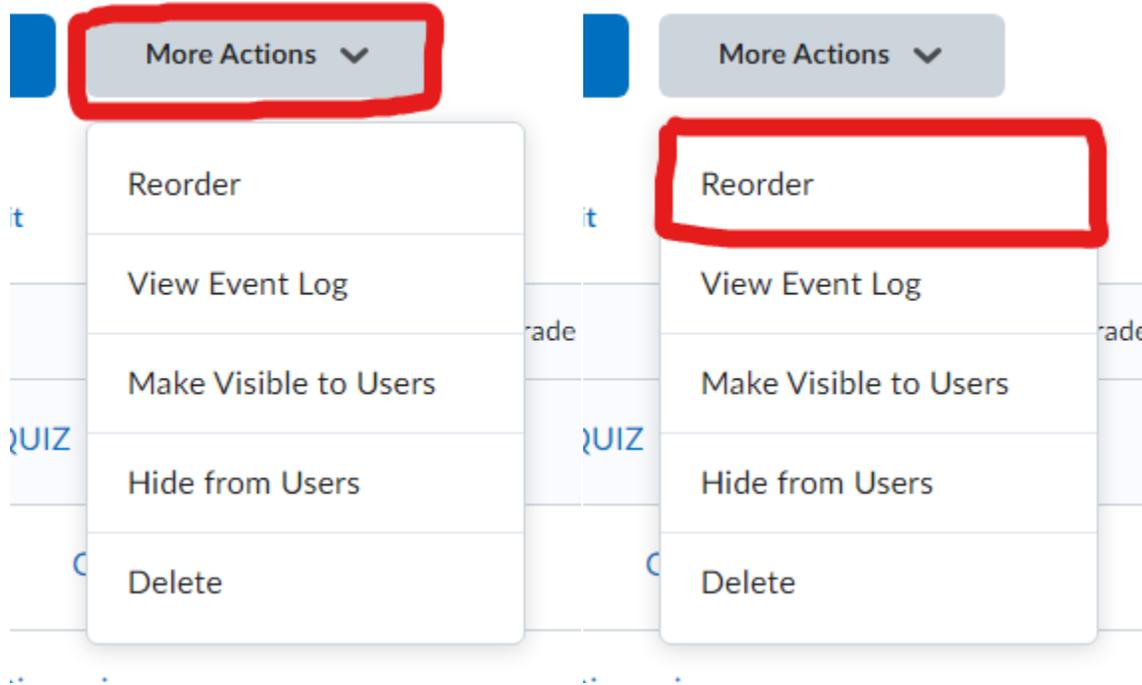


Figure 1 Displayed More Actions feature in Managed Grades then selected is Reorder in the drop down

4. Select the column you would like to reorder. On the right side click the arrow next to the number and select the number you want.

Items and Categories		Sort Order
▼ QUIZ		1 ▼
Quiz 1		1 ▼
Discussion		2 ▼

Figure 2 Sort order feature in the Reorder Grade Items and Categories feature

5. Click **Save**.